

Specific roles of the Chair, Secretary, Treasurer

Role of the Chair (Chairperson)

The role of a Chair of a voluntary management committee bears all the general responsibilities of management committee officers, and also includes tasks related to voluntary management committee meetings and those associated with broader issues concerning the organisation. Obviously, where the voluntary organisation employs staff most of these tasks should be carried out in conjunction with them.

The Chair has particular responsibilities in relation to management committee meetings including:

- ensuring meetings are run competently
- ensuring discussion and decision-making is democratic and everyone is able to participate fully in meetings
- holding the casting vote in the event of a split decision
- preparing agendas for the meeting (in consultation with the staff and other management committee officers)
- ensuring relevant matters are discussed and appropriate decisions made
- Chairing meetings and ensuring that annual general meetings and extraordinary general meetings are carried out according to the constitution of the organisation

Role of the Secretary

As well as bearing all the general responsibilities of voluntary management committee officers, there are many specific tasks for which the Secretary of an organisation has responsibility. Many of these are the regular practical administrative duties that will be done by staff where the organisation employs paid members of staff. In this sense the secretary is delegating the duties to staff.

The tasks of the Secretary for voluntary management committee meetings can include:

- convening meetings
- booking rooms
- dealing with correspondence
- preparing agendas for meetings (in consultation with the Chair)
- taking the minutes of meetings (although some committees may wish to appoint a minute secretary for this purpose)
- ensuring back-up information is available at meetings where required.

Role of the Treasurer

As well as bearing all the general responsibilities of a voluntary management committee officer, the Treasurer is the person specifically entrusted with the funds of the organisation. In an organisation that employs paid staff they will deal with much of the day-to-day financial business. However, the Treasurer is still responsible for overseeing this and keeping account of the finances. In smaller organisations where there are no paid staff the Treasurer will often deal with the financial transactions and bookkeeping.

The tasks associated with this post are:

- To advise the committee on financial matters, both positive and negative
- To control and account for the organisation's finances
- To issue receipts for all cash received and keep records of that paid out
- To be a counter signatory to any major banking transaction
- To attend meetings of the finance sub-committee (if there is one)
- To oversee bookkeeping
- To prepare the Treasurer's report for the annual general meeting
- To liaise with the appointed Auditor or Independent Examiner for the annual review of accounts
- To advise the organisation's management committee of its financial requirements for the year ahead
- For complicated accounting it is advisable to seek professional advice.

From: <http://www.scvo.org.uk/information/governance-structures/trustees-and-committees/the-role-of-chair-secretary-treasurer/> (edited)

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